

OFFICE OF TRAINING

NOTICE

No. 15-69

14 March 1969

SUBJECT: Establishment of Instructional Support Staff, OTR

1. Effective this date, the Instructional Support Staff (OTR/ISS) is established in the Office of Training. Mr. Hugh Clayton is appointed Acting Chief.

The Staff includes the following branches:

Admissions, Information and Records  
Audio/Visual Services  
Instructor Training  
Library Services

2. The Instructional Support Staff is responsible for carrying out functions allied to the direct support of OTR's instructional programs. Specifically:

Admissions, Information and Records Branch, formerly Registrar Staff, is responsible for enrolling employees in OTR courses and in external training programs, providing information on training opportunities both within and outside the Agency, and providing data on records of Agency employees in internal and external training.

Audio/Visual Services Branch, formerly the Instructional Services Branch, P&M, is responsible for producing visual aids for instructors and for operating and maintaining audio/visual equipment in support of training programs conducted by OTR.

Instructor Training Branch, to be located at OTR headquarters, Room 839 Glebe, in addition to providing instruction in techniques of teaching, will be responsible for maintaining an up-to-date inventory of new technological developments in education and for continuing OTR's development of applications of program-assisted instruction.

Library Services Branch, to be located in Room 632 Glebe, will provide a reference and loan service within OTR and will be the focal office for servicing requirements of the Language School library and the library

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3. Secretariat support to the Training Selection Board will be included in the office of C/ISS/OTR.

John Richardson  
Director of Training  
Group I

Distribution: Key 1-B

Excluded from automatic  
downgrading and  
classification